



ARM/NSA Duplex Rules

Who can stay in the duplex?

The rental for the duplex is paid out of the ARM/NSA/AAO Site Manager's (SM's) Site Development and Operations budget at Sandia National Laboratories. ARM personnel working directly on these tasks will have priority in the use of the duplex. Other ARM personnel less directly associated with the SM's areas of responsibility will be accommodated on an as-available basis. The Bureau of Land Management Arctic Region participates in the support of this facility. Consequently, BLM personnel will also be accommodated as ARM commitments permit. A total of five bedrooms are now available in the duplex. The SM (Zak) will confirm extension of duplex privileges and set the relative priorities of different visitors and groups should that become necessary.

Conditions under which housing privileges are extended

It is not Sandia's intent to run a hotel. Rather, the intent is to make the operation of the NSA/AAO CART site as cost-effective as possible for ARM as a whole. Hence, the conditions under which ARM and BLM personnel are permitted to stay at the duplex are designed to minimize the burden that the duplex imposes on the Sandia SM's staff. Sandia does not plan to recover its costs from individual duplex users. The accounting burden would be too great.

How do I reserve a room at the duplex?

Jean Burstein (505-844-8241; FAX 505-844-0116; e-mail JRBURST@sandia.gov) handles reservations. Because of the priorities sketched above, it is possible (but rare) that a reservation may be withdrawn if the duplex is full and a higher priority visitor seeks accommodation.

What amenities can I expect?

Each room has a bed with mattress plus a chair, lamp and table. No mattress pads, sheets, blankets, pillows or pillow cases are provided. Visitors should either bring their own bedding from home, purchase bedding locally, or bring a sleeping bag. Frequent visitors may store their bedding in a duffel bag in one of the bedroom closets. Bags being stored should be prominently marked with the owner's name and organization. Unmarked bedding left in the duplex will be laundered and marked as community property. Locally purchased bedding costs around \$100, about that of one night's stay in a Barrow hotel.

Similarly, there are no towels or wash clothes provided. Bring your own. As with bedding, unmarked towels and wash clothes left at the duplex will be laundered and marked as community property.

The beds are mostly double deck bunk beds. Typically, people will be assigned their own room. This will be the case even if the duplex is full and it is necessary to turn away visitors. However, the situation does

sometimes arise that all the hotels in Barrow are full. If the duplex is full and so are the hotels, people may be asked to temporarily double up. It's better than sleeping outside!

The kitchen area in the duplex unit B includes a refrigerator, gas stove with oven, toaster, sink, and microwave in unit B. Unit A only has a refrigerator, sink and stove. Visitors may use any of the kitchen facilities in either unit for preparation of meals, either singly or as a group. A modest supply of pots, pans, dishes and silverware is also available for your use. Food is also available in the cafeteria at the main UIC-NARL building a short city block away, and of course, at several restaurants in town. If you want the food that you buy and store in the duplex (in the refrigerator or on the kitchen shelves) saved for your exclusive use, mark the containers with your name or initials and a date with the Sharpie pen kept in the kitchen. If food items are not marked, or if the date is two months past, the food in the container will be assumed to be available to anyone, or eligible to be thrown out to make room.

ARM/NSA/AAO has also purchased a washer-dryer set (unit B) for the duplex. Feel free to use it. But remember delivered water (as used in the duplex) costs 16 cents a gallon. Also remember that the wastewater from the duplex goes into a holding tank. If you exceed the capacity of the holding tank (500 gallons, emptied every few days by tanker truck), the sewage may overflow! So be careful about water use.

The water source is a thousand-gallon plastic tank in the utility room. A scale showing approximately how much water remains is on the side of the tank. Check it periodically to assure that you won't run out of water. If the water level is getting low (under 300 gal), or if any other maintenance problem occurs at the duplex, contact Glenn Sheehan or Anne Jensen at the Barrow Arctic Science Consortium (BASC; 852-4881; home: 852-5946).

No maid service is provided. The cost would be too high. So making the duplex broadly available will only work if everyone cleans up after himself or herself. SEE TO IT!

Some Safety Considerations

SMOKING ANYWHERE INSIDE EITHER DUPLEX UNIT IS STRICTLY PROHIBITED. This prohibition has been put in place at the recommendation of our safety engineer. There is no automatic fire suppression system in the duplex, and fire in the Arctic is even more of a killer than elsewhere. When people flee a burning building without proper clothing in the Arctic, they're immediately exposed to an environment that can be just as hostile as the fire itself. Every sensible precaution must be taken to reduce the likelihood of fire. Even apart from the risk to lives, a fire in the duplex would be disastrous for the project.

Smoking is only permitted outdoors, or if the weather is severe, in the entry hallway which serves both units. Butts are to be deposited **ONLY** in metal butt cans. Smoking is by far the greatest source of fire risk. Following these rules will reduce the risk of fire to the point that it is acceptable. Not following these rules would be **HIGHLY IRRESPONSIBLE**.

The stovetop, oven, microwave, toaster, etc. are other sources of fire risk. Do not leave these appliances on unattended. There is a fire extinguisher in each kitchen. Familiarize yourself with its location and operation.

When you first occupy your room, check to see that the window will open (they tend to freeze shut in winter, but can be made to function with a little work). Since each room has a window, each room has a fire escape IF the window will open. Smoke alarms are also installed in the two duplex units. If it is

necessary to escape the building in winter without outdoor clothing, immediately go to the main UIC-NARL building located about one block behind the duplex. The nearest entrance is open 24 hours a day.

DOE Requirements

Because the Duplex is leased, in the context of the US Department of Energy, it is considered DOE property. Thus, the same rules apply here as at other DOE facilities. In particular, even though no classified, sensitive or proprietary information is involved in the climate research taking place at the ARM/NSA site, Foreign Nationals (anyone not a US citizen) require specific permission to enter the premises. Obtaining that permission is a lengthy process, and that's one reason that everyone, Foreign National or not, is urged to submit their site visit request at least 45 days in advance of proposed arrival. If the approval does not come through in time for a Foreign National visit, the visit request will be denied. We have attempted, so far without success, to have the Foreign National rules waived for the ARM duplex.

In addition to the Foreign National requirements, certain other requirements apply:

Certain articles are prohibited from being brought into the duplex: (personal firearms, personal weapons, explosives, incendiary devices, controlled substances, or illegal drugs). The reason that the adjective "personal" is inserted in front of "firearms" and "weapons" is that the project owns several shotguns typically provided with slug ammunition for protection against the polar bear threat. Of course, these specific firearms may be brought into the duplex as long as they are not loaded. Withdrawal and handling of these weapons is restricted to project-trained and authorized individuals and is covered under extensive guidance found elsewhere.

Alcohol is a controlled substance, and as such, would be expected to be excluded from the duplex by the rule given above. However, the duplex consists of combined living and working quarters. Under DOE rules, responsible use of alcohol outside of working hours is permitted in living quarters. "Responsible Use" requires that use be in accordance with local laws. By statute, Barrow is "moist" -- that means that subject to certain rules, alcoholic beverages may be legally brought in and possessed, but cannot be bought or sold here. As of this writing (4/1/2001), each visitor to Barrow may bring in with them up to one gallon of beer, 2 liters of wine, and one liter of distilled spirits. If it is desired to bring in more, inquire at the Barrow City Hall about obtaining a license. All other villages on the North Slope of Alaska are "dry" -- that is, bringing alcohol in and/or possessing alcohol is illegal. That includes Atkasuk. Violation of the alcohol control statutes is not taken lightly in the North Slope Borough, so for the good of the project as well as for your own good, please comply.

Other safety information

KEEP A SHARP EYE FOR POLAR BEARS, ESPECIALLY WHEN THERE IS ICE AT OR NEAR SHORE. THEY DO COME INTO UIC-NARL AND BARROW.

EMERGENCY PHONE NUMBER: 911.
THE DUPLEX IS UIC-NARL BUILDING 354.
THE MAIN UIC-NARL BUILDING IS BUILDING 360.

How do I practice duplex etiquette?

- LEAVE THE DUPLEX CLEANER THAN YOU FOUND IT!!! A VACUUM CLEANER, BUCKETS AND SPONGE MOP ARE PROVIDED IN THE UTILITY ROOM FOR YOUR USE.

- DON'T BE CHEAP. IF WE RUN OUT OF PAPER TOWELS, BE A BIG SPENDER. DROP \$5 TO GET A PACKAGE OF PAPER TOWELS. DITTO FOR TOILET PAPER, SOAP, OR WHATEVER.
- ALSO BE CONSIDERATE OF THE OTHER GUESTS IN SETTING THE VOLUME LEVEL ON THE TV/VCR IN THE LIVING ROOM OF UNIT B.

What about GSA vehicle use at the NSA facility?

Vehicle use privileges may be extended to ARM-related visitors on a non-interference basis who meet certain GSA and ARM project criteria. These privileges are not automatic. Consult the NSA Vehicle Use Policy available at the NSA web site or you can speak with Jean Burstein if you want to pursue this. Alternately, vehicles are available for rent through BASC and through other commercial providers in Barrow (the Barrow rate for a compact is \$65-\$75/day). NSA/AAO STAFF HAVE PRIORITY FOR SITE GSA VEHICLE USE. If vehicle use privileges are extended beyond the NSA/AAO staff, keys are to be signed out for specified periods of no more than a day at a time. Vehicle sharing arrangements are to be cleared on a day-to-day basis with the senior NSA/AAO staff person in residence at the time.

What other transportation options do I have?

A bus serves UIC-NARL from Barrow on an hourly basis till ten at night. One of the cable TV channels shows the bus route and where the bus is currently located. Cabs are plentiful in Barrow. The fare between UIC-NARL and Barrow is \$10. The phone numbers of cab companies are listed in the phone book kept in each duplex unit.

What about telephones and other communication at the duplex?

The duplex phones and fax machines are there for your use, but do not tie up 852-5821 for long periods for electronic communication or any other purpose. All phones in the duplex have a long distance and special charge ban in effect. Long distance calls can only be made using a credit card. For AT&T, dial 1-800-CALLATT. Other credit cards can be used through the operator or through their own 800 number.

High speed (T1) internet connections are also available in each of the duplex rooms. To connect your laptop to the network, consult the NSA web page (accessible through the general use PCs in the duplex) and look for written instructions under the Network Information heading.

Several desktop PCs and printers with internet connections are available at the duplex for your use on a non-interference basis. Please erase any files that you create on these machines prior to your departure.

Duplex access and getting to and from the airport

The personnel at the BASC office in the UIC-NARL main building will have a calendar indicating who is expected each day. On arrival, access to the duplex can be arranged through that office. If you arrive after normal business hours, call Glenn Sheehan or Anne Jensen at 852-5946. Notify them of your arrival plans in advance at BASC@barrow.com. The duplex is equipped with a keyless cipher lock. Contact Jean Burstein or the BASC personnel noted above for the combination. Please do not ask to be picked up or dropped off at the airport. It costs ARM about \$65 for an airport pickup or drop off, versus \$10 for a taxi ride.

A final note of caution...

This should not have to be said, but experience indicates that it does. If the duplex use PRIVILEGE is abused by non-compliance with these House Rules, the privilege is forfeit. Failure to take heed of warning will result in withdrawal of the use privilege.